

## Job Aid:

### How to complete a Partial Receipt in COMMBUYS

This Job Aid shows how to complete a Partial Receipt in COMMBUYS.

#### Of Special Note:

Before a receipt can be processed, there must be a PO in Sent status. The receiving of goods and services maybe either: complete receipt or partial receipt. Items that are being returned must be received and then returned. The receipt of items can also be cancelled without first receiving them. This Job Aid shows how to process a partial receipt using one (1) PO. When completed, a Receipt Number is assigned with an updated status of Approved for Invoice.

Individuals within an agency or department who receive and or create requests for payments will find this document useful. These users **MUST** process receiving within the Basic Purchaser role or within the Department Access role with permission to receive.

#### Screenshot



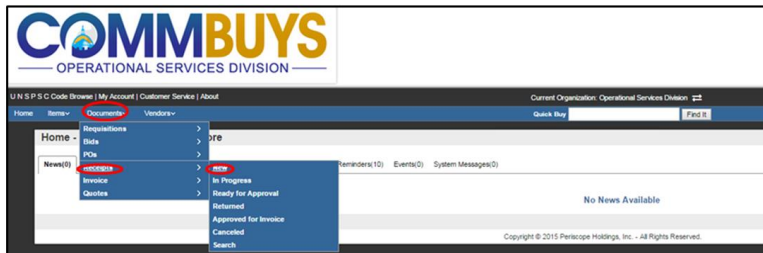
#### Directions

##### Step 1 Login to COMMBUYS

- Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) in the browser.
- Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

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#### Step 2 Create new receipt

- From the Navigation Bar, select the **Documents** dropdown tab, then **click on Receipts > New**.
- The PO Receipts – Search PO search box appears.

**NOTE:** The User must be in the Basic Purchaser role or Department Access with permission to receive.

#### Step 3a Locate Purchase Order

Locate the Purchase Order by using any of the following search fields:

- Purchase Order (#) number and Release Number or Buyer.
- Click **Find It**.

**NOTE:** If you search using the Buyer field, the results will produce a list of the entire existing POs for the specified buyer. Select the required PO.

Select	Purchase Order #	Purchase Order Date	Description	Dept/Loc
<input type="radio"/>	PO-16-1080-OSD01-OSDEP	08/05/2015	Partial Receipt	OSD01/OSDEP

#### Step 3b Select Purchase Order

From the list of existing purchase orders, select the PO by clicking the corresponding **radio button** in the select column.

Click **Select**.



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#### Step 4 Create the Receipt

The screen opens to the receiving page. The Receipt Type column defaults to Receive status.

In the Item Information section of the receipt, adjust the quantity of goods received by entering the number of each item in the Quantity/Dollars column.

In this example we entered 1 case received for each line item ordered.

Click **Save and Continue**.

#### Step 5 Submit for Approval

The Quantity/Dollars column is updated to show both the quantity received and the remaining amounts.

Notice that a new row has been added for each line item of this receipt document and has the remaining amounts.

Click **Submit for Approval**.

Receipt # 0001792 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-00000003761

Confirmation Messages  
• Changes saved successfully.

Header Information  
Receipt Number: 0001792 Receipt Status: SC - In Progress Receipt D  
PO Number: PO-16-1080-OSD01-OSDEP-00000003761 PO Status: SPS - Sent Alternate  
Department: OSD01 - Operational Services Division Location: OSD01 - Congress St Receipt O  
User Created: Sidney Moore Date Created: 08/05/2015 10:30:58 AM User Last  
Date Last Updated: 08/05/2015 10:30:58 AM

Attachments  
Files: Forms:

Item Information

PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars	Item Description
3	\$71.62	CS - Case	3.0 (0.0)	Receive 08/05/2015 10:30:57 AM	1 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIVE, 2400CS
2	\$99.15	CS - Case	3.0 (0.0)	Receive 08/05/2015 10:30:57 AM	1 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 10Z SIMPHONY, SOLID, 2000CS
3	\$105.27	CS - Case	3.0 (0.0)	Receive 08/05/2015 10:30:57 AM	1 Remaining: 3.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIVE, 2400CS

Return All Comment: Cancel All Comment:

Received/returned/canceled quantity of receipts in status "SC" - Canceled and "SCRT" - Returned is ignored when calculating received/returned/canceled quantity for a PO item.

Receive All Return All Cancel All **Save & Continue** Cancel Receipt

PO Item #	Unit Cost	UOM	Ordered Quantity/Dollars Receipt Total(PO Receipts Total)	Receipt Type	Quantity / Dollars	Item Description
3	\$71.62	CS - Case	3.0 (1.0)	Receive 08/05/2015 10:39:22 AM	2.0 Remaining: 2.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIVE, 2400CS
3.1	\$71.62	CS - Case	3.0 (1.0)	Receiving 08/05/2015 10:30:57 AM	1.0 Remaining: 2.0	
2	\$99.15	CS - Case	3.0 (1.0)	Receive 08/05/2015 10:39:22 AM	2.0 Remaining: 2.0	Foodservice Supplies, CUP, COLD PAPER 10Z SIMPHONY, SOLID, 2000CS
2.1	\$99.15	CS - Case	3.0 (1.0)	Receiving 08/05/2015 10:30:57 AM	1.0 Remaining: 2.0	
3	\$105.27	CS - Case	3.0 (1.0)	Receive 08/05/2015 10:39:22 AM	2.0 Remaining: 2.0	Foodservice Supplies, CUP, COLD PAPER 90Z PATHWAYS, DIVE, 2400CS
3.1	\$105.27	CS - Case	3.0 (1.0)	Receiving 08/05/2015 10:30:57 AM	1.0 Remaining: 2.0	

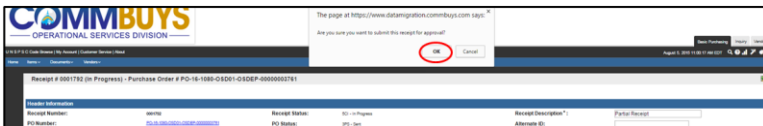
Return All Comment: Cancel All Comment:

Received/returned/canceled quantity of receipts in status "SC" - Canceled and "SCRT" - Returned is ignored when calculating received/returned/canceled quantity for a PO item.

Receive All Return All Cancel All **Save & Continue** **Submit for Approval**

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The page at https://www.idm.mil/commbuys.com says:

Are you sure you want to submit this receipt for approval?

OK Cancel

Receipt # 0001791 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-00000003751

Receipt Information	Receipt Status	Receipt Description	Receipt Number
Receipt Number: 0001791	Receipt Status: OK - Approved for Invoice	Receipt Description: Job Aid Open Market	Receipt Number: 0001791
PO Number: 16-1080-OSD01-OSDEP-00000003751	PO Status: OK - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
Department: OSD - Operational Services Division	Location: OSD - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
User Created: Status: Active	Date Created: 00000000-00-00-00	User Last Updated: Status: Active	User Last Updated: Status: Active

#### Step 6 Confirm Submit for Approval

A dialogue box appears asking, "Are you sure you want to submit this receipt for approval?"

Click **OK**.



Receipt # 0001791 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-00000003751

No approval path meets the document criteria. Do you want to manually add approvers or mark the document as approved?

☐ Manually add approvers

☒ Automatic approval

Please select an approver if you want to manually add approvers.

Approver:  Add Approver

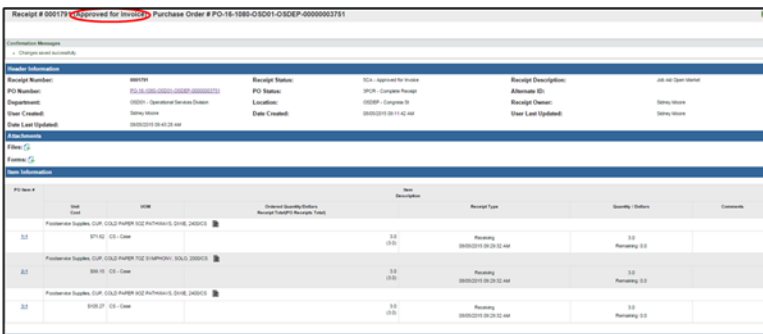
Save & Continue Cancel & Exit

#### Step 7 Submit for Approval

Each agency will set up their internal controls and the specific approval path for Receipts. Select the appropriate **Approval** choice.

Click **Save and Continue**.

The receipt will now be in Ready for Approval status until it is approved.



Receipt # 0001791 (Approved for Invoice) - Purchase Order # PO-16-1080-OSD01-OSDEP-00000003751

Communication Messages

Change event automatically

Receipt Information

Receipt Number	Receipt Status	Receipt Description	Receipt Number
Receipt Number: 0001791	Receipt Status: OK - Approved for Invoice	Receipt Description: Job Aid Open Market	Receipt Number: 0001791
PO Number: 16-1080-OSD01-OSDEP-00000003751	PO Status: OK - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
Department: OSD - Operational Services Division	Location: OSD - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
User Created: Status: Active	Date Created: 00000000-00-00-00	User Last Updated: Status: Active	User Last Updated: Status: Active

Receipt Information

Receipt Number	Receipt Status	Receipt Description	Receipt Number
Receipt Number: 0001791	Receipt Status: OK - Approved for Invoice	Receipt Description: Job Aid Open Market	Receipt Number: 0001791
PO Number: 16-1080-OSD01-OSDEP-00000003751	PO Status: OK - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
Department: OSD - Operational Services Division	Location: OSD - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
User Created: Status: Active	Date Created: 00000000-00-00-00	User Last Updated: Status: Active	User Last Updated: Status: Active

Receipt Information

Receipt Number	Receipt Status	Receipt Description	Receipt Number
Receipt Number: 0001791	Receipt Status: OK - Approved for Invoice	Receipt Description: Job Aid Open Market	Receipt Number: 0001791
PO Number: 16-1080-OSD01-OSDEP-00000003751	PO Status: OK - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
Department: OSD - Operational Services Division	Location: OSD - Complete Receipt	Receipt Number: 0001791	Receipt Number: 0001791
User Created: Status: Active	Date Created: 00000000-00-00-00	User Last Updated: Status: Active	User Last Updated: Status: Active

#### Step 8

Once your receipt is approved it will be placed in the **Approved for Invoice** status only for the quantities received.



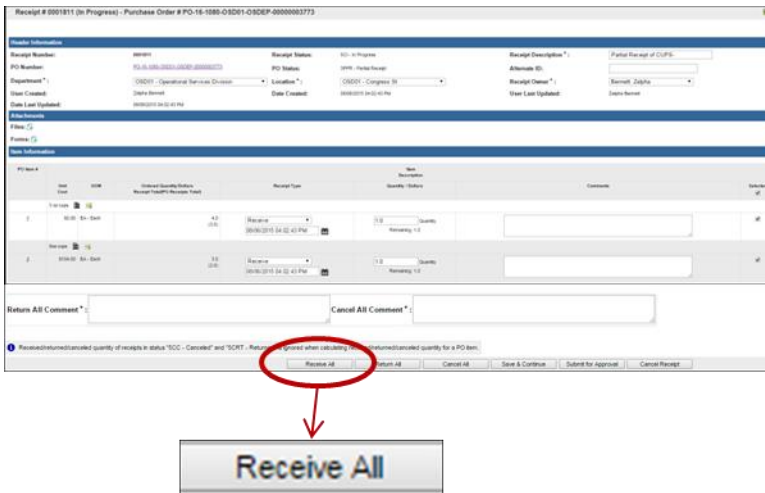
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#### Step 10 Receive the Remaining Items

The Receipt opens and shows the remaining item quantities in the Quantity/Dollars column. The receipt Type defaults to Receive.

Click **Receive All** to receive the entire amount of the remaining items.



Receipt # 0001811 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-0000003773

Header Information:

- Receipt Number: 0001811
- PO Number: PO-16-1080-OSD01-OSDEP-0000003773
- Receipt Status: SD - In Progress
- Receipt Description: Partial Receipt of OJPS
- Department: OSD01 - Operational Services Division
- Location: OSD01 - Congress St
- Alternate ID:
- User Created: Zigma Bennett
- Date Created: 08/05/2015 04:02:43 PM
- Receipt Owner: Zigma Bennett
- User Last Updated:

Item Information:

Item #	Unit Cost	UOM	Ordered Quantity	Quantity Received	Remaining Quantity	Receipt Type	Item Description
1	\$0.00	EA - Each	4.0 (0.0)	3.0	Remaining: 1.0	Receive	3M99 - Partial Receipt
2	\$104.00	EA - Each	3.0 (0.0)	2.0	Remaining: 1.0	Receive	3M99 - Partial Receipt

Return All Comment: Cancel All Comment

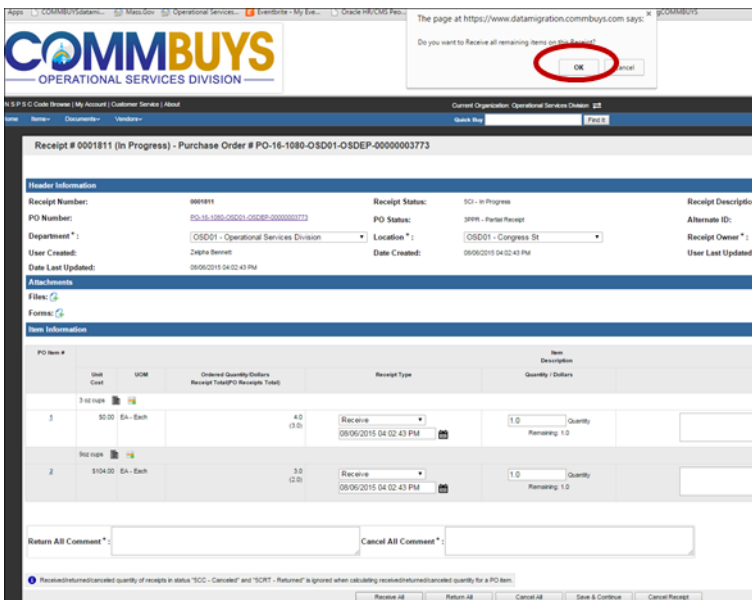
Buttons: Receive All, Return All, Cancel All, Save & Continue, Submit for Approval, Cancel Receipt

Receive All

#### Step 11 Confirm Receipt of Remaining Items

Click **OK** in the confirmation dialogue box.

Notice the remaining quantity is now 0.



Receipt # 0001811 (In Progress) - Purchase Order # PO-16-1080-OSD01-OSDEP-0000003773

Header Information:

- Receipt Number: 0001811
- PO Number: PO-16-1080-OSD01-OSDEP-0000003773
- Receipt Status: SD - In Progress
- Receipt Description: Partial Receipt of OJPS
- Department: OSD01 - Operational Services Division
- Location: OSD01 - Congress St
- Alternate ID:
- User Created: Zigma Bennett
- Date Created: 08/05/2015 04:02:43 PM
- Receipt Owner: Zigma Bennett
- User Last Updated:

Item Information:

Item #	Unit Cost	UOM	Ordered Quantity	Quantity Received	Remaining Quantity	Receipt Type	Item Description
1	\$0.00	EA - Each	4.0 (0.0)	4.0	Remaining: 0.0	Receive	3M99 - Partial Receipt
2	\$104.00	EA - Each	3.0 (0.0)	3.0	Remaining: 0.0	Receive	3M99 - Partial Receipt

Return All Comment: Cancel All Comment

Buttons: Receive All, Return All, Cancel All, Save & Continue, Submit for Approval, Cancel Receipt

Confirmation Dialogue Box:

The page at https://www.datamigration.commbuys.com says: Do you want to Receive all remaining items on this Receipt?

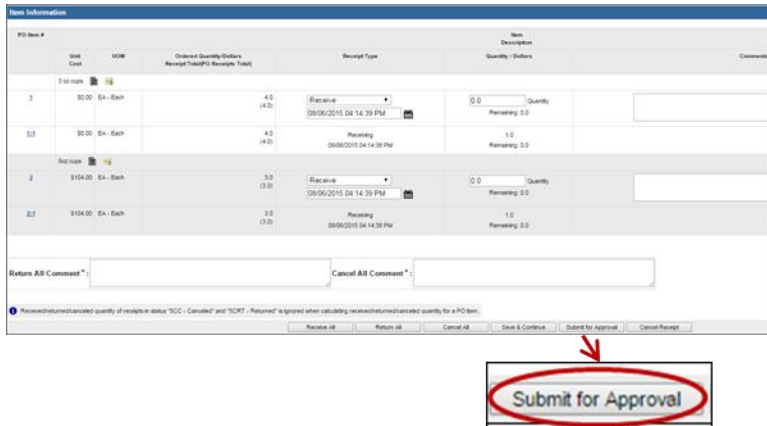
Buttons: OK, Cancel

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#### Step 12 Submit for Approval

- Click **Submit for Approval**, at the bottom of the page.
- Click **OK** to confirm submittal.



#### Step 13 Select Approval Path

Each agency will set up their internal controls and the specific approval path for Receipts.

- Select the appropriate **Approval** choice.
- Click **Save and Continue**

The receipt will now be in Ready for Approval status until it is approved.

Once your receipt is approved it will be placed in the **Approved for Invoice** status.

